



Item No. 16 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER

THROUGH: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

FROM: NADIA BOSAN, INTERWEST CONSULTING ENGINEER

DATE: FEBRUARY 20, 2019

SUBJECT: APPROVE THE MIDDLEFIELD ROAD CLASS II BICYCLE LANES IMPROVEMENTS PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR PUBLIC BIDS - PROJECT NUMBER 56081

RECOMMENDATION

Approve the Middlefield Road Class II Bicycle Lanes Improvements Plans and Specifications and authorize staff to advertise for public bids.

BACKGROUND

The Middlefield Road Class II Bicycle Lanes Improvements were identified and prioritized in the Town's Bicycle and Pedestrian Master Plan. In April 2015, City Council authorized staff to submit an application for Transportation Development Act (TDA) funds and adopted Resolution No. 15-03 committing matching funds for the referenced project. The Federal TDA Grant Funding was approved by the City/County Association of Governments (C/CAG) of San Mateo County in the amount of \$240,000 with an 11.47% match funding requirement from the Town for this project. In May 2017, C/CAG increased the amount awarded to \$251,000.

In May 2017, Mark Thomas & Company (MTCO), a consultant engineering company was selected by the Town through a request for proposal (RFP) process for a not to exceed fee of \$175,000 to prepare designs for class II bicycle lanes improvements along Middlefield Road. The project focuses on improving access for students, families, residents and visitors biking on Middlefield Road between San Mateo County and the City of Menlo Park. Specific improvements include widened bicycle lanes by improving shoulder conditions, restripe with high-visibility green markings at conflict zones and increased signage/way findings.

On October 2, 2017 staff conducted a Community Outreach Public Meeting in the City Council Chambers. Notification of the meeting was sent by postcard to residents and project information was provided on the Town of Atherton's website in order to give up-to-date information to residents and will be provided again before construction <https://www.ci.atherton.ca.us/474/Middlefield-Bicycle-Lanes>.

Following the Public Meeting, resident questions were answered by email and phone. Adjacent agencies, Menlo-Atherton High School and Encinal Elementary School were briefed about the project and what was discussed at the meeting. From discussions with Menlo Park, it was determined that Menlo Park would like to redesign the intersections of Ravenswood Avenue and Ringwood Avenue within the next five years. In order to minimize conflicting work, staff directed MTCO to remove the proposed work between Ravenswood Avenue and Ringwood Avenue from the project within Menlo Park right-of-way.

The same presentation on the project conceptual design that was presented at the public outreach meeting was given to the Bicycle and Pedestrian Advisory Committee (BAPC) on October 17, 2017. Additional presentations to the BPAC were given for the 65% plans on January 23, 2018, and for the 95% plans on March 27. The same presentations were given to the Transportation Committee for the 65% plans on January 9, 2018 and for the 95% plans on March 13, 2018. An additional public outreach meeting was publicized and held at the March 21, 2018 City Council meeting for the 95% plans. Concerns cited at the public outreach meeting were discussed with the BPAC members and staff. Staff and its consultants incorporated the comments as approved by the BPAC, Transportation Committee and Council.

At the December 6, 2017 Special City Council Meeting, staff was directed to pursue the SMCTA grant due to the recent loss of the Special Parcel Tax funds. On February 1, 2018 the Middlefield Bicycle Lanes Project was recommended to the Transit Authority Board to award the grant amount of \$733,000. There were 17 projects that submitted an application for the SMCTA Grant. The Middlefield Bicycle Lanes Project was ranked 4 out of the top 10 projects that received grant funding. Final action to award grant funds was made on March 1, 2018.

The project construction was deferred to accommodate the relocation of the PG&E and AT&T utility poles. The relocation of the poles was completed in November 2018. Staff was also advised that the availability of Federal funds would be delayed to the 2019-2010 fiscal year.

In July 2018, PG&E reached out to inform the Town of their intent to replace a gas main along Middlefield Road through the Town limits beginning in 2019. The projected timing of the PG&E project overlapped with the implementation timeline of the Middlefield Road Class II Bicycle Lanes Improvement Project. Through discussion and negotiation, PG&E agreed to surface seal Middlefield Road and install the striping and pavement markings, consistent with the bike lanes project as mitigation for their project. The Town would construct its other project improvements, concurrent with PG&E's work to allow for PG&E to surface seal and restripe the roadway in a timely manner after completion of their gas main replacement.

MTCO was informed of the change, and has updated the 100% PS&E to reflect that all work associated with surface sealing and striping Middlefield Road will be completed by PG&E. MTCO

also incorporated verbiage to indicate that the contractor the Town hires will coordinate with PG&E to complete the project on time.

FINDINGS/ANALYSIS

The advertisement for public bids solicits from qualified General Contractors to perform the construction of the Middlefield Road Class II Bicycle Lanes Improvements Project. The Town has secured a total of \$984,000 in grant funds towards construction costs for this project. With the collaboration and partnership with PG&E, Town construction costs are substantially reduced and the \$251,000 from the Federal TDA grant funds will no longer be necessary for the project. C/CAG has advised the Town that these federal funds could be made available for another roadway improvement project in the 2020-21 fiscal year.

Staff contacted the three area schools to determine their summer break schedules: Menlo-Atherton High School, Encinal Elementary School, and Laurel Elementary School. Based on information received from the schools and PG&E’s construction schedule, staff expects construction to begin in June and completed in August 2019 to minimize impacts to the schools. In order to meet this aggressive schedule, the following project timeline has been developed:

PROPOSED TIMELINE

February 21, 2019.....Post request for bids on Town website
Week of February 25, 2019.....Advertise in local newspaper(s) and post on industry websites
March 8, 2019, 11 AM.....Pre-bid meeting (non-mandatory)
March 11, 2019, 11 AM.....Public Bid Opening
March 20, 2019.....Recommendation to Council for award of contract

POLICY FOCUS

The Middlefield Road Class II Bicycle Lanes Improvements Project was identified in the 2014 Bicycle and Pedestrian Master Plan as the number one Class II bike lane priority project and is in the proposed capital improvement program (CIP) FY 2017/18. The project is consistent with primary goal of advancing projects that promote increased bicycle and pedestrian safety and activity.

FISCAL IMPACT

The proposed professional services contract with MTCO is a time and materials agreement with a not-to-exceed fee of \$175,000. This project will be funded by the 2017/18 CIP Middlefield Class II Bike Lane Improvement – Project #56079. The Town will be reimbursed by a SMCTA Measure A grant in the construction phase of \$733,000. The Town’s share for the Measure A grant will require a 10% match. The cost of the project associated with the work that PG&E is responsible for equates to \$360,000.

Implementation of the Middlefield Road Class II Bike Lane Plans is expected to cost \$645,000 including construction, inspection and associated administrative costs.

Funds for the project are available in the Bicycle and Pedestrian Master Plan Implementation Program in the CIP.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials. Residents in the immediate vicinity of the project area are notified by mail. Project information has also been provided on the Town of Atherton's website at <http://www.ci.atherton.ca.us/474/Middlefield-Bicycle-Lanes>.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item X has or has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- X Bicycle/Pedestrian Committee (meets as needed)
- Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- X Transportation Committee (meets every other month)

ATTACHMENTS

Both attachments listed below are available in the City Clerk's Office for review.

Attachment 1: Middlefield Road Class II Bicycle Lanes Improvements Plans

Attachment 2: Comments Received and Responses